

# **Department of Early Learning**

## **10.1.12**

### **Initial/Full License Procedure**

#### **Receipt of Initial Licensing Application**

##### **Family Home Child Care**

1. A Family Home Child Care Licensing Application packet must include at a minimum:
  - a. Completed, signed and dated application form
  - b. License fee
  - c. Background check forms
  - d. Verification of orientation attendance
2. Within sixty days, the Family Home Child Care applicant must submit:
  - a. Copy of picture identification issued by a government entity
  - b. Copy of social security card or Federal Employer Identification Number
  - c. Employment and education resume
  - d. Three professional references for the applicant
  - e. Documentation of required CPR/First Aid cards
  - f. Documentation of TB tests
  - g. Documentation of HIV/AIDS training
  - h. Approvals for private water and septic, if applicable
  - i. Written parent communication for policies and procedures
  - j. Proof of liability insurance or written notice of insurance status
  - k. Any other documents requested

##### **Child Care Center**

3. A Child Care Center Licensing/Certification application packet must include at a minimum:
  - a. Completed, signed and dated application form
  - b. License Fee
  - c. Background check form
  - d. Verification of orientation attendance
4. Within sixty days, the Child Care Center applicant must submit:
  - a. Copies of picture identification issued by a government entity, if applicable
  - b. Copy of social security card or Federal Employer Identification Number,
  - c. Employment and education resume, for applicant, director and program director.
  - d. Diploma or transcripts for program supervisor
  - e. Three professional references for applicant, director and program supervisor
  - f. Articles of incorporation if applicable
  - g. List of staff

## **Department of Early Learning**

- h. Child Care Handbook
- i. Transportation insurance
- j. In-service training program if five or more employees
- k. Floor plan drawn to scale
- l. Health care plan
- m. A copy of policies and procedures that you give to parents
- n. Certificate of Occupancy
- o. Background check forms for applicants, staff and volunteers
- p. Documentation of required CPR/First Aid cards
- q. Documentation of HIV/AIDS training
- r. Documentation of TB tests
- s. Approvals for private water and septic if applies
- t. Personnel policies, if five or more employees
- u. Proof of liability insurance
- v. Forms used for client records
- w. Any other documentation requested

### **School Age Child Care Center**

- 5. The School Age Child Care Center Licensing Application Packet should include at a minimum:
  - a. Completed signed and dated application form
  - b. License Fee
  - c. Background check forms for applicants and volunteers
  - d. Verification of orientation attendance
- 6. Within sixty days, the School Age Child Care Center applicant must also submit:
  - a. Employment and education resume for director and site coordinator
  - b. Diploma or transcripts for the director and site coordinator
  - c. Three professional references for the applicant, director and site coordinator
  - d. State fire marshal certification or inspection
  - e. Verification of orientation attendance
  - f. A plan for rule compliance
  - g. Proof of liability insurance
  - h. Certificate of Occupancy/ local zoning requirements
  - i. Approvals for private water and septic, if applies
  - j. Transportation insurance, if applies
  - k. Written parent communication for policies and procedures
  - l. Staff Orientation and Training system
  - m. Health Care Plan
  - n. Forms used for client records
  - o. Personnel Policies
  - p. Documentation of required CPR/First Aid cards
  - q. Documentation of TB tests

## Department of Early Learning

- r. Documentation of HIV/AIDS training
- s. Verify orientation attendance
- t. Any other documents requested

### Processing Application

- 7. Administrative support staff will:
  - a. Review application for :
    - i. Completeness
    - ii. Payment of fees
    - iii. Verification of orientation attendance
  - b. Send application back to applicant if it is not signed and dated. Using 10.9.1.27 Incomplete License Application Letter Template, if it is missing:
    - i. License fee
    - ii. Background check forms
    - iii. Verification of orientation attendance
  - c. For completed applications:
    - i. Enter into FamLink within 5 days of receipt in DEL office
    - ii. Create member tabs
      - a. Family – licensee and individual living in the home 16 and older staff members
      - b. Centers/SA –site management
    - iii. Complete and mail 10.9.1.21 Application Received Letter to applicant
    - iv. Prepare a hard copy file
    - v. Assign a licenser and notify the supervisor
- 8. The assigned licenser will ensure the following is complete:
  - a. License record in FamLink
  - b. Application materials
  - c. If missing documents use 10.9.1.27 Incomplete License Application Letter Template
  - d. A scheduled initial licensing inspection with applicant
  - e. Contact with applicant as needed
  - f. Request an inspection from the state fire marshal's office using 10.9.1.6 Request for Fire Marshal Inspection Form, if applicable.

# **Department of Early Learning**

## **Initial Licensing Inspection**

9. The assigned licensor will:
  - a. Verify that all required documents are on file
  - b. Visit the facility and complete the appropriate check list
  - c. Discuss with applicant how requirements will be met when children are in care
  - d. Develop compliance agreement with applicant when corrections are needed
  - e. Enter inspection into FamLink
  - f. Re-check facility if necessary to verify that corrections are completed
  - g. File the completed compliance agreement

## **Initial License Approval or Denial**

10. The licensor will determine whether a licensee is able to meet the licensing requirements. This determination will be based on:
  - a. Background check information for child abuse/neglect history and criminal history for licensee, family members, residents, staff, or volunteers as applicable
  - b. History of license denial or revocation
  - c. Complete and accurate information on application and additional documents
  - d. Site inspection or other relevant information regarding the licensee or facility that would indicate violation of minimum licensing requirements
  - e. All Health and Safety requirements (WAC) have been met.
11. The supervisor will conduct a file review using the checklist and make a decision to approve or deny the applicant.
12. If approved, licensing staff will prepare the Initial License for signature and then send the signed license with the approval letter to the licensee.
13. If the licensee does not meet licensing requirements the licensor will meet with the supervisor to determine;
  - a. If withdrawal of the application is appropriate and the applicant desires and agrees;
  - b. Or proceed to denial of the application.
14. If the decision is to deny the application, the licensor must complete the denial recommendations form and write a legal letter denying the application.
15. The supervisor must review the denial recommendations form and the legal letter and will consult with the ASAM on whether to proceed with a denial.
16. The ASAM will review the denial recommendations form and the legal letter. The denial recommendations form and the legal letter will be returned to the supervisor if the denial letter is not approved by the ASAM.
17. The ASAM will have final authority for all denials of initial applications.

## **Department of Early Learning**

18. Once the denial is approved, the supervisor will sign the final legal letter and send it to the licensee. The ASAM ensures that the denial record is forwarded to the Licensing Analyst.
19. A denial letter of an initial application must be delivered by certified mail with return receipt or hand delivered with proof of receipt. A copy of the receipt must be kept in the licensing and denial files. If applicable, the licensor may use a process server to deliver the denial letter.
20. The licensor must document all activities and rationale related to the application denial in FamLink within five business days of the completed denial letter.

### **Initial License**

21. The licensor may issue the initial license for up to six months, renewable for a period not to exceed two years without allowing the license to expire.
22. The licensor must inspect the facility within four months while under each initial license.
23. The licensor may, after consulting with their supervisor, issue a second, third, and fourth initial license to a facility without enrolled children if all health and safety rules have been met. The ASAM shall be informed when issuing a third initial license, and the SAM shall be informed when issuing a fourth initial license.
24. An applicant will not be able to demonstrate the following until children are attending the facility. A full license can only be issued when the following can be observed:
  - a. Supervision
  - b. Staff-to-child interactions
  - c. Capacity, group size and/or staff-to-child ratios
  - d. Behavior management and discipline
  - e. Activities and routines
  - f. Child records
25. Staffing and approval process for initial licenses beyond the first initial license issued;
  - a. Licensor with supervisor for a second initial
  - b. Supervisor will staff with the ASAM the third initial
  - c. ASAM will staff with the SAM for the fourth initial
26. The licensor must document the initial license inspection and any follow-up visits in FamLink within five business days.
27. The licensor must evaluate the provider's ability to follow all licensing regulations during the initial license period prior to issuing a full license.

## **Department of Early Learning**

### **Full License**

28. The licensor must conduct an initial to full license inspection using the appropriate checklist to document compliance with all licensing regulations. This inspection will be unannounced for family home child care and announced for center and school aged programs.
29. The licensor must document the initial to full license inspection in FamLink within five business days.
30. The licensor must document any recheck inspections in FamLink within five business days.
31. The full license will be issued as a non-expiring license. For purposes of entry into FamLink the expiration date must be 3 years minus 1 day.